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STANDING REQUIREMENTS

ORGANIZATIONS AND MANAGEMENT BRANCH

SERVICES DIVISION, ORR

1 July 1957

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COORDINATION OF THE ECONOMIES OF THE SINO-SOVIET BLOC COUNTRIES

Organizational structure of the Council for Economic Mutual Assistance (CEMA) and related organizations such as the USSR State Committee for Foreign Economic Relations.

Programs, policies, and activities of the above organizations as they relate to economic Bloc coordination.

Scope and economic effects of coordination of the national economic plans of the various Bloc countries.

Present state and progress of standardization of production methods and products in the Sino-Soviet Bloc.

Methods used in settling accounts of business transactions between Bloc countries (for example, multi-lateral clearing agreements).

Mutual technical assistance such as exchange of technical personnel for training purposes, assignment of technical advisors, and exchange of technical literature and documents.

State of distribution of production tasks among Bloc countries. What agency distributes these tasks? What method is used in arriving at a decision? Extent, nature and (domestic and Bloc-wide) effects of industrial specialization in the various Bloc countries? Control of compliance by the various countries with the production distribution program. Method of allocating to the various countries of materials needed to carry through the assigned production tasks and the effectiveness of these methods.

Coordination of the economies of the member-states of the Warsaw Pact for defense purposes.

Leading personalities in the Bloc countries associated with economic coordination.

Difficulties arising from coordination between countries, such as planning discrepancies, delays in shipping of commodities, competition, reluctance to cooperate with CEMA, etc.

Major trade agreements and trends in trade relations among Bloc countries, which affect economic coordination.

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GOVERNMENTAL STRUCTURE AND ORGANIZATION

1. Agencies of the central (national) governments of the various Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam and Outer Mongolia).

This includes public authorities such as the councils of ministers, as well as ministries, main administration (chief directorates) and committees, commissions, etc. on the national level, which handle economic, industrial, or technological matters.

Examples of such committees, commissions, etc. are state banks (Gosbank), and state committees, etc. dealing with matters of planning, technology, labor, wages, or foreign economic relations.

In addition to the structure and organization of these organizations, information is needed on their leading personalities, rules and regulations, decrees, statutory functions, and actual activities.

2. Same information as above regarding regional and local governments of the republics in the USSR, provinces in China, districts and counties in Soviet Germany, as well as cities and municipalities.

This includes information of the kind defined above, on the economic councils running the economic regions in the USSR and equivalent organizations in other Soviet Bloc countries.

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PRIVATE BUSINESS

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

Legal and economic types of privately owned, industrial enterprises, including handicrafts and industrial cooperatives. Also such enterprises which are owned jointly by governments and private persons.

Attitude of governments towards private enterprises and reasons for their continued existence

Numbers and economic significance of private (joint private-government) enterprises.

Numbers of workers employed, and their employment and working conditions.

Significance of private industry for the national economy, especially its share in the national production.

Limitations of liberty of action of privately (and jointly) owned enterprises.

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ECONOMIC PLANNING

Geographical coverage: All Soviet Bloc countries in Europe and Asia (incl. the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

1. Economic planning by governments at all levels such as the national government, regional governments (for example, republics and economic councils of economic regions, in the USSR; provinces in Communist China; districts and counties in Soviet Germany; and local governments (cities, towns, municipalities). This includes five year and annual plans, as well as plans for any other period of time, as well as long term planning.

Chief subjects of interest:

Planning agencies, their structure, administration, working methods, rules and regulations, legal foundation, rights and duties (including such in addition to planning), key personalities.

Overall planning procedure in the country, region, or locality (as defined above).

Text of plans (including budgets)

Plan results

2. Economic planning at the level of the individual, industrial enterprise

Participation in the economic planning by government agencies

Own planning

Reports to governmental agencies

Methods and practices of fulfillment of plans.

State of fulfillment of plans.

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ECONOMIC MANAGEMENT

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

Substantive coverage: Direction, control and administration of any type of industrial enterprise.

Specific subjects:

Organization of the management of individual enterprises or sub-divisions (departments) thereof.

Policies, practices, and activities of governmental bodies (such as councils of ministers, ministries, chief directorates, main administrations, committees, economic councils, trusts, combines, commissions, etc.) at all levels (national, regional, local) in performing the function of directing, controlling and administering the national economy, branches thereof, or individual enterprises.

Policies, practices and activities of the individual persons or collective bodies managing, or participating in the management of, individual enterprises or sub-divisions thereof, in performing the function of directing, controlling and administering individual enterprises or parts thereof.

Appraisals of the effectiveness of these policies, practices and activities of governmental bodies and managements of individual enterprises. This includes, in particular:

Personnel management

Financial management, including accounting methods

Production management, including organization and scheduling of production as well as auxiliary services, manufacturing practices such as use and placement of machinery, planning of materials flow, quality of production (scope of rejects) and quality control (inspection), sales methods and negotiations, goods delivery, etc.

Management of materials, including procurement, allocations and scheduling, distribution, dispatching, shipment, etc.

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TECHNOLOGICAL DEVELOPMENT

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

Substantive coverage: Present technological situation and technological changes, that is, introduction of new methods of production or installment of new machinery, in any branch of the economy.

Specific subjects:

State of technological development. Strength and shortcomings of the present situation.

Policies and programs bearing upon technological improvement (including automation). This includes planning and policy formulation by ministries and other governmental agencies of any kind and by individual enterprises. Names, organizational structure, working methods, and key personnel of the governmental bodies involved.

Research and developing activities undertaken to implement these policies and programs.

Actual introduction of technological improvements (including automation) and their economic effects.

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LABOR

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

Substantive coverage: Labor laws and policies, methods of wage determination, working and employment conditions, methods of employee organization and bargaining, and related matters, in any industry.

Specific Subjects:

Government organizations dealing with labor affairs, such as, for example, in the USSR, State Committee on Labor and Wages, Chief Directorate of Labor Reserves, Chief Resettlement Directorate, and Chief Directorate for Organized Recruitment of Manpower.

Trade unions, including organization, membership, personalities, policies, and activities.

Government labor policies, decrees and legislation, including those concerning social insurance and public welfare programs, employment, wages, hours, settlement of labor disputes, labor discipline, and working conditions.

Labor practices and policies in individual enterprises, including personnel organization, methods of recruitment, promotion and transfer, on-the-job training, and intra-plant working rules.

Methods for determining employee compensation, including kinds of wage payments (incentives vs. time rates), job classification and evaluation, work norms, bonuses, payment for overtime, leave, and night shift work, kinds of wage differentials and methods of determining them, and the various forms of non-monetary compensation. Also information concerning the regulations governing the enterprise fund.

Working conditions, including plant safety, sanitary conditions, plant housing and recreational services.

Employee morale and discipline, including absenteeism, malingering, passive resistance, work sabotage, as well as measures to combat them.

Labor-management relations, including grievance procedures and methods for settling labor disputes, collective agreements between unions and plant managers, and accounts of important strikes and lockouts. Also worker participation in management, including workers' councils and committees.

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Forced labor, including names and locations of forced labor camps and colonies (with specific date of observation by source), numbers of inmates, living conditions and treatment of prisoners, economic activities of prisoners, provisions and effects of amnesties, organizations administering the camp system, and criminal and civil legislation and regulations relating to forced ("corrective") labor.

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POLITICAL PARTIES

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

The Communist Party. Organization, governing body or bodies (Central Committee), and key personalities; activities affecting operations of government agencies engaged in directing, controlling or administering industries or enterprises; activities affecting directly the management and/or operations of individual, industrial enterprises.

The same information as above on regional and local organizations of the Communist Party.

Political parties other than the Communist Party. Organization, governing bodies, key personalities, activities, relations to the Communist Party and the government.

The same information with regard to joint organizations of several political parties such as, for example, National Fronts.

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Appendix A

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CIVIL DEFENSE 14

GEOGRAPHY The Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia.

SUBSTANCE The collection of the civilian population and economic (industrial) facilities of any area against aerial attack.

Specific subjects:

Statutes, decrees, orders, rules and regulations, directives, texts, books, manuals, and the like, issued by any type of organization and containing items related to civil defense.

Organizations and personnel involved in civil defense activities, including civil defense staffs of ministries; regional and local air defense units; Red Cross and para-military organizations; medical, fire, communications, police and transport organizations integrated in the civil defense system, city or other local disaster crews, civilian air watchers, etc.

Construction of civil defense significance, especially air raid shelters and bunkers, subways, alternate emergency headquarters, civil defense headquarters, protected wire lines, alternate roads and utility routes which by-pass potential target areas, industrial underground construction, emergency water supply facilities, etc.

Protective measures for the government or Party, including location and types of alternate structures and communication facilities as well as provisions for the appointment of alternate people to take control in case of casualties.

Personnel, facilities, and supplies available for medical emergency treatment in case of aerial and/or biological attack, including organization of medical civil defense and training of personnel.

Scope, types and methods of civil defense training; organizations and groups involved in it as trainers or trainees. Key personnel.

Types, quantity, quality and places of storage of equipment and supplies available, or planned to be available, for civil defense at the national, regional, local, city block, factory or any other level.

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Air raid warning and other communication facilities available, or planned to be available, for civil defense.

Behavior instructions for the various alert stages and post-attack operations.

Cost and financing of civil defense preparation.

Any other organizations, activities, facilities, etc. related, or potentially related, to civil defense.

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PREPARATION OF THE ECONOMY FOR OPERATION DURING A WAR

Geographical coverage: All Soviet Bloc countries in Europe and Asia (USSR, the Eastern European Satellites, Communist China, North Korea, North Vietnam, Outer Mongolia).

Substantive coverage: Any preparations and plans regarding industrial activities during a war.

Specific subjects:

Relocation, protection and any other measure or plan intended to safeguard, during a war, uninterrupted communications and functioning of national, regional or local government offices involved in economic matters.

Economic mobilization plans for industrial enterprises, including changeover to war production; provisions for the maintenance of water, power, and other essential supplies; regionalization and dispersal of industries and plants; underground and other construction for the purpose of minimizing potential effects of a war; measures to protect the personnel as well as vital or expensive machinery against such effects; methods of preparing mobilization plans and the organs in individual enterprises charged with their preparation and execution; contents of economic (industrial) mobilization plans, etc.

Special preparations for the safeguarding of transport, communications, and other essential services in a war situation.

Stockpiling for economic mobilization, including locations, construction and contents of state reserve bases, reserves for war production held in plants (for example, machinery, raw or semi-finished materials), and measures to stockpile scarce items or to provide substitutes for them.

Mobilization of labor, including plans for manpower allocation, recruitment and training of additional workers, and control of labor mobility, during a war.

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USSR ACTIVITIES IN THE ARCTIC AND ANTARTIC

Geographical coverage: All USSR territory lying north of 60°N. latitude, including all islands and seas of the Arctic Basin between 32°4'35"E. longitude and 168°49'30"W. longitude and other islands in the Arctic Basin on which the USSR is active, as well as the Antarctic continent and seas.

Substantive coverage: All developments and activities in, or related to, these areas.

Specific subjects:

Military activities, civil air fleet, scientific activities (including drift stations), agriculture, construction, industry, supply and other transport services, public services (for example, health, education and culture, trading and dining facilities), etc.

Financial problems of the arctic and antarctic activities such as capital investment, capital construction, capital cost, cost of operations, receipts, profits.

USSR objections in arctic and antarctic activities.

Economic and other planning regarding the Soviet Arctic.

Government agencies and organizations concerned directly or indirectly, exclusively or in part, with arctic or antarctic matters; their structure, functions, and key personnel. This includes, for example, national and republican ministries, regional and local government agencies, regional economic councils, the Ministry of Merchant Fleet, the Ministry of River Fleets, the Northern Sea Route Administration, etc.

Activities of the Communist Party and/or regional or local organizations thereof in the Arctic. Relations between regional and local Party organizations and regional and local government organizations.

Population and manpower, including free and forced labor.

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